

NOTICE: Preparing for 2017 License Renewals – For educators served by a Local or Regional Standards Board

The Licensing Office is preparing to release 2017 renewal applications scheduled to take place on January 9, 2017. This notice is for educators that will be renewing their Level I, Level II, or Retired license directly through a Local or Regional Standards Board (L/RSB). If you have not done so, please contact your L/RSB immediately if renewing in 2017. They will support you through this process. Please read through the following information carefully as you prepare to renew your license.

1. **High Priority!** Educators must renew their license using the [Vermont Online Licensing System for Educators](#). To help facilitate the Agency's service to you, it is **important for you** to update your personal information in the online system anytime it changes.

- **Registering in the online system:** To register and/or check and update your information go to the [Vermont Online Licensing System for Educators](#). Please include an **email address that you check frequently as your preferred email**. (The email address on record will be used **to send renewal notification and communicate information about your application** as it is processed beginning with an email receipt verifying the Agency has received your application.)
- **Employment:** To be linked to your Supervisory Union or District **and** your L/RSB you must complete the employment section. NOTE: For the position you currently hold, do not put an end date if you will be returning to that school in the 2017-18 school year.

2. Professional Learning Requirements

- **Level I renewal:** Professional learning through completion of a minimum of three (3) credits or 45 hours in the endorsement area. At least one (1) credit or 15 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the three (3) years preceding renewal of the Level I Professional Educator's License in each endorsement area.
- **Level II renewal:** Professional learning through completion of a minimum of nine (9) credits or 135 hours in the endorsement area. Professional Learning may apply to more than one endorsement if applicable, however, at least three (3) credits or 45 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the seven (7) years preceding renewal of the Level II Educator License in each endorsement area. Professional learning will be verified in accordance with Standards Board policy by the local or regional standards Board who will determine the applicability of the professional learning activities.
- **Retired Educator License:** Documentation showing completion of three (3) credits or 45 hours of professional learning completed within the preceding three (3) years, with at least one (1) credit or 15 hours must address the specific knowledge and performance standards in each

endorsement of the endorsement(s) being renewed. (NOTE: Educators renewing a Retired Educator License must also submit verification that they are receiving a retirement allowance from his/her service as an educator.)

3. Self-Assessment: If practicing in an endorsement area, documentation of a self-assessment in relation to the Core Teaching Standards and Progressions or the Core Leadership Standards. The self-assessment and verification form can be found on the [Vermont Agency of Education website](#). The verification form must be uploaded into the renewal application checklist before submitting to the Agency.

4. Additional Requirements

Endorsements that have additional requirements that must be verified for renewal

- Physical Education: Current certification in First Aid and CPR-AED
- Health: Current certification in CPR-AED
- Driver Education: A certified Vermont Department of Motor Vehicle copy of the educator's [COMPLETE Driver's License History](#).
- School Nurses: A current Vermont RN License, First Aid, and CPR-AED
- Speech Language Pathologists: A current Vermont clinical SLP License

5. Criminal Record Check: To renew a license, all educators must certify whether or not they have undergone a Vermont fingerprinted supported criminal record check completed after July 1, 1998 by either a Vermont School District or the Vermont Agency of Education and the CRC report date must be on file with the Agency's. If an educator does not have a CRC report date on file, they will be notified by the Agency either prior to or during the renewal process. Any educator that does not have a CRC record date on file will need to either get a new CRC or have the district provide the Agency with a copy of the CRC report. If the district no longer has a copy of the previous report, a new CRC will be required.

At this time, 2017 renewals have not been released. You can prepare for your renewal by

- Contact and work with your Local or Regional Standards Board – many Boards have training sessions to assist you in navigating the renewal process and the online licensing system.
- Completing required professional learning for your renewal. Please work with your Board!
- Collecting verification(s) for the professional learning you have completed and upload them into your account and submit them to your Board.
- Completing the self-assessment and verification form if you are currently teaching under the endorsement you are renewing. Please submit verification form to your Board.
- Completing additional requirements as noted by the endorsements you are renewing.
- Planning to complete Criminal Record Check process if you have not done so. The Criminal Record Check application will be accessible when you begin your renewal application.

Important Renewal information:

- The Licensing Office only accepts complete applications. Please make sure you have uploaded all required materials before submitting your application to the Agency. Incomplete applications may be closed unapproved. The processing fee will not be refunded.
- Per the *Rules Governing the Licensing of Educators and the Preparation of Educational Professional* all educators are now required to complete a self-assessment if practicing under the endorsement they hold.
- Educator Licensing Fees
 - Non-refundable processing fee = \$50.00 for all applications
 - License fee
 - Level I = \$150
 - Level II = \$250
 - Retired = \$250
 - Transition fee = \$50 (transition endorsement to current Level II license)
 - Print License Fee = \$10.00 (For a formal Level I and Level II, the fee would be \$20.00)
 - If applicable, Criminal Record Check Fee = \$16.50

Resource: [Vermont Relicensing Process: A Handbook for Educators](#) (See resource list)